



**OKLAHOMA
DEPARTMENT
OF
CENTRAL SERVICES

FACILITIES MANAGEMENT

ADMINISTRATIVE RULES
OAC 580:10**

Effective July 11, 2009

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TITLE 580. DEPARTMENT OF CENTRAL SERVICES
CHAPTER 10. FACILITIES MANAGEMENT

SUBCHAPTER 2. GENERAL PROVISIONS

Section

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580:10-2-1. Purpose

This Chapter provides information and establishes procedures for the Director of the Department of Central Services to administer the operations of all buildings or property owned, used or occupied by or on behalf of the State and controlled by the Department of Central Services, including the Capitol, Capitol plazas, and the State Capitol Park.

580:10-2-2. Definitions

The following words or terms, when used in this chapter, shall have the following meaning unless the context clearly indicates otherwise:

"Art" means fine art of museum quality representing the highest quality of art objects available to include paintings, graphic arts, art photography and sculpture, aesthetically aligned with recognized values, created by the conscious use of skill and creative imagination.

"Art exhibit" means an exhibit composed primarily of art.

"Capitol" means the State Capitol Building.

"Capitol Complex" means the property and buildings of the State of Oklahoma bordered by 28th Street on the north, south bound Lincoln Boulevard on the west, 18th Street on the South, and north bound Lincoln Boulevard on the east, to the point of beginning on 28th Street.

"Capitol Conference Center" means Room 104 of the Capitol.

"Commercial activity" means selling or offering merchandise, food or services for the benefit of an individual or business entity organized for profit.

"Concourse Theater" means Room C50 located in the concourse between the Will Rogers Building and the Sequoyah Building.

"CPC" means the State Capitol Preservation Commission.

"Demonstration" means a gathering of persons which may include demonstrating, picketing, speech making, marching, holding of vigils and other like forms of conduct which involve the communication or expression of views engaged in by one or more persons, the conduct of which has the effect, intent or propensity, to draw a crowd or onlookers.

"Department" means the Department of Central Services.

"Director" means the Director of Central Services.

"Event" means an assembly or gathering of people for a single purpose.

"Exhibit" means a display whether free standing or affixed to structures.

"Plaza" means the outdoor area adjacent to the Capitol under the authority of the Department of Central Services.

"Private purpose" means an event or exhibit subject to special admission requirements.

"Public area" means those portions of the property for general visitation or use under the control of the Department of Central Services.

"Public purpose" means an event or exhibit for general public visitation or use.

"Reservation" means an accommodation the Department approves and a sponsor secures in advance for an event, art exhibit, demonstration, exhibit or meeting.

"Sponsor" means an individual that requests use of a public area on behalf of an individual, group or state agency.

"State agency" means any state board, bureau, commission, department, authority, public trust, interstate commission, the Judiciary, the Legislature, or the Office of the Governor.

"State Capitol Park" or **"park"** means all portions of the State Capitol grounds and within such boundaries as are located in the State Capitol Complex, including the Governor's Mansion and all properties within the public right-of-way along Lincoln Boulevard north from the north boundary line of Northeast 13th Street to the south boundary line of Northeast 28th Street and along Business Route 66, known as Northeast 23rd Street, from the east edge of Santa Fe Street east to the west edge of Kelley Avenue in Oklahoma City, Oklahoma, as designated on the amended plat filed in the office of the Secretary of state as File Number 155 in the State Property Records. [74 O.S., §1811.4]

580:10-2-3. Statutory citations

Statutory citations refer to the most recent codification of statutes.

580:10-2-4. Forms

Forms or instructions will be developed for use by the general public and state agencies to facilitate requirements of this chapter. The Department shall publish the forms on the agency website and provide forms upon request.

580:10-2-5. Waivers

The Director may waive any requirement of this chapter unless statutes mandate the requirement.

(1) All requests for waivers shall be in writing and must include justification for the waiver request.

(2) The Department shall respond in writing as to the approval, conditional approval, or denial of a waiver request.

SUBCHAPTER 5. USE OF PUBLIC AREAS OF CAPITOL AND PLAZAS

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580:10-5-1. Purpose

The provisions of this Subchapter prescribe conditions and procedures for Capitol access and use of designated public areas of the Capitol or Plazas for exhibits, art exhibits and events to ensure the safety of persons visiting the Capitol, employees, the building and the building contents.

580:10-5-2. Capitol access, operating hours and access requirements

- (a) Capitol operating hours are from 6:00 a.m. to 7:00 p.m., Monday through Friday, excluding state holidays and 9:00 a.m. to 4:00 p.m., Saturdays, Sundays and state holidays.
- (b) During operating hours, the Capitol may be accessed by the public through the west entrance, the east entrance, the southeast entrance on the ground level, and the tunnel entrance on the southeast side of the Capitol.
- (c) Capitol entrances are open from 6:00 a.m. to 7:00 p.m. or until one hour following adjournment of legislative session, Monday through Friday.
- (d) All persons entering the Capitol shall submit to security screening requirements, including but not limited to magnetometer screening devices. Packages, briefcases, purses, and other container in the immediate possession of all persons shall be subject to inspection.
- (e) After 7:00 p.m. or one hour following adjournment of the legislative session, Monday through Friday, and on Saturdays, Sundays and state holidays, persons may enter the Capitol through the west entrance only.
 - (1) Persons entering the west entrance of the Capitol after 7:00 p.m., Monday through Friday, and on Saturdays, Sundays and state holidays shall check in with a Capitol Patrol Officer, produce a valid form of picture identification and state their intended destination inside the Capitol.
 - (2) Persons shall check out with a Capitol Patrol Officer at the west entrance when exiting the Capitol.
- (f) All state agencies located in the Capitol shall compile and file a list of employees who are authorized by the chief administrative officer of the agency to access the building during time periods outside of the standard hours of operation established in this subchapter with the Capitol Patrol security personnel.
 - (1) The list shall state the name, established location of employment in the Capitol and office telephone number for each employee on the list; and, the name and telephone number of an administrative employee of the agency for emergency contact purposes outside of the Capitol.
 - (2) The list shall be filed and maintained by Capitol Patrol security personnel.
 - (3) Information provided on the list shall be reviewed regularly and revisions filed with Capitol Patrol security personnel immediately.
- (g) Persons in the Capitol and the Capitol Complex shall at all times comply with official signs of prohibitory, regulatory, or directory nature and with the lawful direction of law enforcement and other authorized individuals.

(h) Public entrances, operating hours and access requirements for the Capitol are subject to change to ensure the health and safety of visitors and employees in the event of an emergency, disaster or other circumstances as determined by the Director.

580:10-5-3. Use of public areas

(a) **Reservation requests.** All events, exhibits and art exhibits to be in the public areas of the Capitol or plazas, whether for a public or private purpose, require prior written approval of the Department.

(1) A sponsor shall submit an application for a reservation together with a check for any applicable fees (Reference 580:10-5-5) to the Department at least ten (10) working days but no more than twelve (12) months prior to the beginning date of the proposed event or exhibit. The application must be submitted during the Department's business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.

(2) The application shall specify the desired date, time period, public use area, a description of the event or exhibit. The Department may request additional information as determined necessary to facilitate the reservation.

(3) The Department may impose conditions and time limitations pursuant to the rules of this subchapter and state law.

(4) If the Department denies a request for a reservation, the Department will issue written notice to the requesting sponsor indicating the reasons for denial. Reservation requests which indicate that the sponsor may allow or encourage conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others shall not be approved by the Department.

(b) **Prioritization of reservations.** Except as otherwise provided, the Department shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations in the public areas or plazas.

(c) **Reservation limitations.** Reservations authorize events only in the public areas or plazas specified in the approved application. Event participants shall not block or inhibit passage through the Capitol public areas or plaza common areas, sidewalks, hallways, aisles or passageways.

580:10-5-4. Provisions for exhibits and art exhibits

(a) In addition to the approval requirements of 580:10-5-3, all art exhibits shall be approved by CPC prior to the date of the art exhibit.

(b) In addition to the approval requirements of 580:10-5-3, any exhibit which exceeds ten (10) working days shall be approved by CPC prior to the date of the exhibit.

(c) The Department provides information to a sponsor to seek CPC approval for exhibits and art exhibits upon request.

(d) Exhibits and art exhibits shall not block or inhibit passage through hallways, aisles or passageways.

580:10-5-5. Private purpose; conditions for use

The Department shall determine whether an event, exhibit or art exhibit in the Capitol or a plaza for a private purpose pertains primarily to a private purpose. Private purpose events are subject to the conditions in this subsection.

- (1) The event, exhibit or art exhibit is subject to being preempted by a public purpose event, even if the private event was scheduled earlier; and
- (2) Equipment may be available for use during an event, exhibit or art exhibit and shall be subject to the fee schedule below:
 - (A) Chair - \$2.00
 - (B) Table - \$8.00
 - (C) Tabletop Lectern/Microphone - \$12.00
 - (D) Large Sound System - \$50.00
 - (E) Floor Model Lectern - \$15.00
 - (F) Stage - \$40.00
 - (G) Easel - \$3.00
 - (H) Risers - \$40.00

580:10-5-6. Provisions for events, exhibits and art exhibits

- (a) The following provisions apply to all events, exhibits or art exhibits:
 - (1) Sponsors shall confine events, exhibits and art exhibits to the public areas specified in the reservation and shall not relocate to, install, or erect additional paraphernalia in other areas of the Capitol or plazas unless the Department grants prior approval.
 - (2) No intoxicating beverage or low-point beer will be dispensed or consumed on state property.
 - (3) Use of cooking or heating elements of any kind is prohibited.
 - (4) Placement of materials of any kind on structures, fixtures or vehicles in a state parking lot in conjunction with an event, exhibit or art exhibit is prohibited.
 - (5) Unless authorized in the reservation application, affixing banners, signs, or materials in any manner on or in the Capitol or plazas, or to an appurtenance of the Capitol or plaza is prohibited. The Department may remove and dispose of, or cause to be removed and disposed of, the signs or banners without notice.
 - (A) Plaza. Use of handheld signs and signs on hand sticks are allowed.
 - (B) Capitol. Unless authorized in a reservation, signs or banners of any kind are prohibited in the Capitol.
 - (6) No individual or group may restrict access to, from or within the Capitol or a plaza, including but not limited to blocking entrance ways to common hallways used for emergency exits.
 - (7) No individual or group shall cause unreasonable risk to works of art, public property or persons within the Capitol or plaza.
 - (8) The Department prohibits commercial activity, collection of fees, solicitation of money, or fund raising events which solicit or collect money, in the Capitol or on a plaza. State agencies and non-profit organizations that sell goods to benefit or promote the function of the agency or non-profit organization may request an exemption from the Director.
 - (9) Events, exhibits or art exhibits for the purpose of promoting a profit making organization or individual are prohibited except as otherwise provided by law. Display of business cards or other means the Department considers promotional are prohibited.

(10) Use of audio devices may be restricted or altered to a decibel level which does not disturb or disrupt other persons in the Capitol or on a plaza.

(11) The Department may order or seek to cause cessation of an event, exhibit or art exhibit which may pose a hazard, as determined by the Department, to an individual, group, building, contents of the building, or building fixtures and appurtenances.

(12) A sponsor shall place electrical cords and cables used for events, exhibits or art exhibits so that the cords and cables limit potential hazard to persons in the area. Electrical cords and cables must be placed out of walkways unless secured to the floor.

(13) Compressed gas cylinders are prohibited for use in conjunction with an event, exhibit or art exhibit, unless specifically identified and approved in the reservation.

(14) Waste accumulation of any kind in any area or manner so as to create a potential hazard to health, safety or property is prohibited.

(15) Open flames (including candles), confetti, balloons, rice, birdseed or other similar substances in conjunction with events, exhibits or art exhibits are prohibited.

(16) All reptiles, animals and fowl, with the exception of assistance dogs and law enforcement canines, are prohibited in the Capitol or on a plaza.

(b) **Requirements at end of event, exhibit or art exhibit.** A sponsor shall remove all materials used in conjunction with or created by an event, exhibit or art exhibit immediately following the conclusion of the event, exhibit or art exhibit.

(c) **Unauthorized events or activities.** Sponsors shall confine events, exhibits and art exhibits to the purpose of the event specified in the reservation. Security personnel will be notified upon detection of unauthorized events or activities.

(d) **Damages.** The Department may collect necessary expenses to repair any damages caused due to a violation of the requirements of this section.

580:10-5-7. Governor's Art Gallery and Blue Room

(a) A sponsor that desires to use the Blue Room and the Governor's Art Gallery shall contact the Office of the Governor. The Governor's Office may approve or disapprove an event, exhibit or art exhibit.

(b) A sponsor shall state the number of persons the sponsor anticipates to attend the event on the reservation application. The Governor's Office shall limit the number of participants in the Blue Room and Governor's Art Gallery to conform with the occupancy limits set by the State Fire Marshal.

(c) Upon approval of an event, exhibit or art exhibit by the Governor's Office, the sponsor shall pay a security deposit of Two Hundred Fifty Dollars (\$250.00) to the Governor's Office prior to the event, exhibit or art exhibit. If, upon inspection following the event, inspectors find no damages the Governor's Office will return the security deposit to the sponsor. If inspectors find damages, the sponsor shall forfeit the security deposit or a portion of the security deposit. The sponsor is responsible and shall be billed for any damages that exceed the security deposit amount.

580:10-5-8. Vehicles on plaza

Parking or driving vehicles on a plaza is strictly prohibited unless for a specific state purpose. Prior written authorization must be issued by the Director for the purpose.

580:10-5-9. Access to the Capitol Dome

The Capitol Dome shall not be considered a designated public area of the Capitol. All access shall be strictly controlled by the Director.

580:10-5-10. Enforcement of rules

The rules for the "Use of the Public Areas of the Capitol and Plazas" and for the "Use of the State Capitol Park", as promulgated by the Department of Central Services and set out in Subchapters 5 and 7 of Chapter 10 of Title 580 of the Oklahoma Administrative Code, are applicable to the State Capitol Park and State Capitol Complex. The Department of Public Safety shall have the exclusive authority to enforce these rules. A violation of a rule shall be a misdemeanor and, upon conviction, shall be punishable by imprisonment in the county jail not exceeding one (1) year, or by a fine not exceeding Five Hundred Dollars (\$500.00), or by both such fine and imprisonment. [74 O.S. §1811.4C]

SUBCHAPTER 7. USE OF STATE CAPITOL PARK**Section**

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| 580:10-7-3. | Park use information |
| 580:10-7-5. | Enforcement of rules |

580:10-7-1. Purpose

The provisions of this Section prescribe conditions and procedures for the use of the public areas of the State Capitol Park for noncommercial demonstrations and events to ensure the safety of persons visiting the Park, employees, and preservation of the Park. For the purposes of this subchapter, the areas within the perimeter fence of the Governor's Mansion are not considered public areas.

580:10-7-2. Use of State Capitol Park

(a) **Reservation requests.** All demonstrations and events to be on the State Capitol Park, whether for a public or private purpose, require prior written approval of the Department.

(1) A sponsor shall submit an application for a reservation together with a check for any applicable fees to the Department at least ten (10) working days prior to the beginning date of the proposed demonstration or event. The application must be submitted during the Department's business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.

(2) The application shall specify the desired date, time period, public use area, a description of the demonstration or event. The Department may request additional information as determined necessary to facilitate the reservation.

(3) The Department may impose conditions and time limitations pursuant to the rules of this subchapter and state law.

(4) Reservations for use of the Park are also subject to the provisions of 580:10-5-5.

(5) If the Department denies a request for a reservation, the Department will issue written notice to the requesting sponsor indicating the reasons for denial. Reservation

requests which indicate that the sponsor may allow or encourage conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others shall not be approved by the Department.

(b) **Prioritization of reservations.** Except as otherwise provided, the Department shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations in the public use areas of the park.

(c) **Reservation limitations.** Reservations authorize demonstrations and events only in the public area and during the time period specified in the approved application.

580:10-7-3. Park use information

(a) **Conditions.** The provisions of this section shall apply to the use of the State Capitol Park, which includes all demonstrations or events approved by the Director pursuant to this Subchapter.

(1) Individuals may carry handheld signs, placards and banners. Affixing or securing signs, placards or banners to a building, fixture, tree or any other fixed structure is prohibited.

(2) Use of audio devices and musical instruments may be restricted or altered to a decibel level which does not disturb other persons.

(3) Digging, which includes driving stakes into the ground, is prohibited.

(4) Injuring, removing, molesting, burning or vandalizing botanical, paleontological, archaeological or historical features and structures is prohibited.

(5) Contained fires may be authorized based upon intended use and climatological conditions.

(6) Discharging or setting off fireworks is prohibited. The Department may authorize the use of fireworks during holidays and events based upon intended use and climatological conditions.

(7) Assembling, congregating or acting individually in such a way as to obstruct sidewalks, walkways, or entrances and exits to buildings is prohibited.

(8) Possession of firearms, explosives, clubs, missiles, chemicals, incendiary devices, or other weapons is prohibited.

(9) The placement, setting up or erection of tents, sleeping bags, bed rolls, or bedding of any kind for the purpose of camping or remaining overnight is prohibited.

(10) Throwing stones, bottles or other objects with the intent to injure another person or damage property is prohibited.

(11) Use of a motorized vehicle on sidewalks or grounds shall be restricted to emergency, maintenance, construction, development, or authorized building access purposes as determined by the Department.

(12) Burial of human or animal remains is prohibited.

(13) No intoxicating beverage or low-point beer will be dispensed or consumed on state property.

(14) Waste accumulation of any kind in any area or manner so as to create a potential hazard to health, safety or property is prohibited.

(15) Events, exhibits or art exhibits for the purpose of promoting a profit making organization or individual are prohibited, except as otherwise provided by law.

Display of business cards or other means the Department considers promotional are prohibited.

(b) **Requirements at end of demonstration or event.** A sponsor shall remove all facilities, equipment, temporary structures and materials used in conjunction with or created by a demonstration or event immediately following the conclusion of the demonstration or event.

(c) **Unauthorized demonstrations and events.** Sponsors shall confine events, exhibits and art exhibits to the purpose of the event specified in the reservation. Security personnel will be notified upon detection of unauthorized demonstrations or activities.

(d) **Damages.** The Department may collect necessary expenses to repair any damages caused due to a violation of the requirements of this section.

580:10-7-4. Banners on light poles along Lincoln Renaissance

(a) **Purpose.** The purpose of the banner arms on the light poles along the Lincoln Renaissance area (Lincoln Boulevard from NE 28th to NE 38th Streets) is for the State of Oklahoma to communicate with its citizenry and promote state agencies, state programs, and state-sponsored events. The banner arms are reserved for the sole and exclusive use of the State Oklahoma, acting through the Department. The provisions of this Section prescribe procedures and conditions for the display of banners on such light poles.

(b) **Request to display banners.** No banners may be displayed without written authorization from the Director. Requests to display banners shall be:

- (1) submitted to the Director in writing;
- (2) be signed by the appointing authority of a state agency; and,
- (3) specify what state agency, program or event the banners will promote.

(c) **Approval of request to display banner.** After the request is reviewed, the Director will notify the state agency in writing of the approval or denial of the request.

(d) **Prohibited displays of banners.** Banners promoting private organizations, individuals, or privately sponsored events may not be displayed from the light poles along the Lincoln Renaissance area at any time. Any banners displayed without the express written authorization of the Director will be taken down immediately at the owner's expense.

580:10-7-5. Enforcement of rules

The rules for the "Use of the Public Areas of the Capitol and Plazas" and for the "Use of the State Capitol Park", as promulgated by the Department of Central Services and set out in Subchapters 5 and 7 of Chapter 10 of Title 580 of the Oklahoma Administrative Code, are applicable to the State Capitol Park and State Capitol Complex. The Department of Public Safety shall have the exclusive authority to enforce these rules. A violation of a rule shall be a misdemeanor and, upon conviction, shall be punishable by imprisonment in the county jail not exceeding one (1) year, or by a fine not exceeding Five Hundred Dollars (\$500.00), or by both such fine and imprisonment. [74 O.S. §1811.4C]

SUBCHAPTER 9. OPERATION OF BUILDINGS OWNED, USED OR OCCUPIED BY OR ON BEHALF OF THE STATE

PART 1. SMOKING

Section

- 580:10-9-1.** Purpose; Authority
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PART 3. USE OF CAPITOL CONFERENCE CENTER AND THE CONCOURSE THEATER

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- 580:10-9-8.** Purpose
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PART 4. ACCESS TO THE J. HOWARD EDMONDSON AND ROBERT S. KERR OFFICE BUILDINGS

Section

- 580:10-9-15.** Purpose
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PART 5. GENERAL OPERATIONS OF PUBLIC BUILDINGS MANAGED BY THE DEPARTMENT OF CENTRAL SERVICES

Section

- 580:10-9-21.** Purpose
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PART 1. SMOKING

580:10-9-1. Purpose; Authority

All buildings, or portions thereof, owned or operated by the state may have one designated smoking room which must meet certain requirements. [21 O.S., Section 1247(A.5.)]. The purpose of this Part is to establish inspection procedures to verify designated smoking rooms meet the requirements. This Part also provides information and reporting methods to ensure compliance is met and maintained. In addition to the statutory requirements, state agencies are encouraged to maintain designated smoking rooms in such a manner as to provide reasonable safety from fire, smoke, panic and related hazards for persons using a smoking room.

580:10-9-2. Definitions

The following words or terms, when used in this Part shall have the following meaning unless the context clearly indicates otherwise:

"Air intake" means the part of the building's ventilation system where makeup air or fresh air enters the building to be mixed with conditioned air and is part of the HVAC system.

"Air pressure measurement devices" means any device that is capable of measuring differential pressures between two or more areas within the facility.

"Appointing authority" means the chief administrative officer of an agency.

"ASHRAE" means the American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc.

"Building" means a structure operated by a state agency.

"Building entrance" means a place of entry into or exit from a building.

"Building manager" means the person responsible for the daily operation and maintenance activities for a state operated building.

"Common supply" means the common building supply distribution system used to deliver conditioned air to all spaces within the building.

"Department" means the Department of Central Services.

"Director" means the Director of the Department of Central Services.

"Fully Enclosed" means that a room's HVAC is isolated from the common building return and that the room is sealed to the floor above, so that smoke does not escape into adjoining areas.

"HVAC" means Heating Ventilation and Air Conditioning System.

"Industrial hygienist" means a professional qualified by education, training and experience to recognize, evaluate and develop controls for occupational hazards.

"Negative air pressure" means an atmosphere of pressure lower than adjacent areas measured by the ASHRAE Standard Method of Pressure Measurement or equivalent industry measurement methods.

580:10-9-3. Smoking Room Inspection Report

(a) **Use.** Any state agency that operates a state owned building and has designated a smoking room in such building must file an inspection report with the Department.

(b) **Forms.** The State Operated Building Smoking Room Inspection form related to this Part has been issued by the Department for use by agencies and is available on the Department website or upon request.

(c) **Content.** The inspection report must include the following information:

- (1) The name of the state agency and division;
- (2) Physical address of the building;
- (3) The name of the building manager;
- (4) Room number of the designated smoking room
- (5) Room size, which must include the length, width, height, area and volume of the room;
- (6) Distance from the designated smoking room exhaust to the nearest fresh air intake;
- (7) Negative pressure measurements tested by an air pressure measurement device;

- (8) A diagram of the designated smoking room which displays all entrances, HVAC supply vents and exhaust; and
- (9) The name, title and address of person or company testing air pressure measurements, if other than the agency.
- (10) Any other additional information the Department may determine necessary.
- (d) **Signature and Attestation.** The inspection report must be signed and verified by the agency building manager and certified by the appointing authority prior to delivery to the Department.
 - (1) **Building Manager Verification.** The verification language of the building manager must read: As the Building Manager responsible for the operation of the building listed in this report, I hereby verify that the designated Smoking Room was inspected for compliance with the requirements of Oklahoma Statutes, Title 21, Section 1247, specifically: (list of statutory required items) and that the facts contained in this report are true.
 - (2) **Appointing Authority Certification.** The certification language of the appointing authority must read: I hereby certify that I have reviewed the contents of this report and that the above named Building Manager, an employee of this agency, is authorized to verify the information contained herein.
- (e) **Original Signature.** At least one copy of the inspection report delivered to the Department must contain an original signature of the agency building manager and appointing authority.
- (f) **Due Date.** The inspection report is due by October 1, 2002. Thereafter, an inspection report shall be filed whenever a new smoking room is designated or an existing designated smoking room is structurally changed in any way.

580:10-9-4. Verification for compliance

The inspection report described in 580:10-9-10 will be reviewed and evaluated by an industrial hygienist employed by the Department.

- (1) **Report Acceptance.** If the facts contained in the report confirm compliance with the requirements of this Part, the Department industrial hygienist will endorse both copies of the report with the words "Compliance Verified by the Department of Central Services Based Upon Certified Report Information", the date of the inspection report review and his or her signature. The original report will be filed and maintained by the Department. The copy will be returned to the agency.
- (2) **Report Rejection.** If the facts contained in the report are inconclusive or insufficient so that compliance cannot be verified, the report will be returned to the agency with an explanation of the insufficiencies and corrections necessary for compliance.

PART 3. USE OF CAPITOL CONFERENCE CENTER AND THE CONCOURSE THEATER

580:10-9-8. Purpose

The provisions of this Part prescribe procedures and conditions for the use of the Capitol Conference Center and the Concourse Theater, designated by the Director as meeting rooms for public purposes.

580:10-9-9. Reservation of meeting rooms

(a) **Reservation.** Use of a meeting room by a state agency requires prior written approval of the Department.

(1) A state agency shall submit an application for a reservation to the Department.

(2) The application shall specify the desired date, time period and meeting room requested. The Department may request additional information determined necessary to facilitate the reservation.

(A) Use of audio visual devices, teleconferencing, voice or data outlets must be specified in a reservation request.

(B) Training to use audio visual devices or teleconferencing arrangements must be scheduled at least five (5) days prior to the approved reservation date.

(3) The Department may impose conditions and time limitations pursuant to the rules of this Part and state law.

(4) If the Department denies a request for a reservation, the Department will issue written notice to the requesting state agency indicating the reasons for denial.

(b) **Prioritization of meeting room reservations.** Except as otherwise provided, the Department shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations for a meeting room.

(c) **Reservation limitations.** Reservations authorize meetings only in the specified meeting room during the specified time period.

(d) **Unauthorized meetings.** The Department may notify security personnel upon detection of unauthorized meetings.

580:10-9-10. Use of meeting rooms

(a) **Conditions.** The following conditions shall apply to the use of all meeting rooms reserved pursuant to this Part:

(1) The number of attendees shall not exceed the maximum room occupancy.

(2) Possession and consumption of food in meeting rooms is prohibited.

(3) Possession and consumption of beverages in meeting rooms may be limited or prohibited.

(4) Smoking in meeting rooms is prohibited.

(5) Affixing, by any means, materials to walls or appurtenances in a meeting room is prohibited except as provided by specific meeting room information.

(b) **Meeting supplies.** The reserving agency is responsible for providing all materials or supplies for use with equipment or devices in meeting rooms.

(c) **Requirements at end of meeting.** Immediately following the conclusion of the meeting, the reserving state agency shall:

(1) Remove all materials used in conjunction with or created by the meeting;

- (2) Deposit all waste in an appropriate container; and,
- (3) Return tables and chairs to the standard configuration.
- (d) **Damages.** The Department shall bill the state agency reserving the meeting room for damage occurring to the room, furniture, fixtures or equipment during the reserved period of time.

PART 4. ACCESS TO THE J. HOWARD EDMONDSON AND ROBERT S. KERR OFFICE BUILDINGS

580:10-9-15. Purpose

The provisions of this Part prescribe procedures and conditions for access to the J. Howard Edmondson and Robert S. Kerr Office Buildings.

580:10-9-16. Access to the J. Howard Edmondson and Robert S. Kerr Office Buildings, operating hours and access requirements

- (a) The Kerr and Edmondson Buildings operating hours are from 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding state holidays.
- (b) During operating hours, the Kerr and Edmondson Buildings may be accessed by the public through the North entrance of the Edmondson building only.
- (c) All persons entering the buildings shall submit to security screening requirements, including but not limited to magnetometer screening devices. Packages, briefcases, purses, and other container in the immediate possession of all persons shall be subject to inspection.
- (d) All state agencies located in the buildings shall compile and file a list of employees who are authorized by the chief administrative officer of the agency to access the building during time periods outside of the standard hours of operation established in this subchapter with the Department of Public Safety security personnel.
 - (1) The list shall state the name, established location of employment in the buildings and office telephone number for each employee on the list; and, the name and telephone number of an administrative employee of the agency for emergency contact purposes outside of the buildings.
 - (2) The list shall be filed and maintained by Department of Public Safety security personnel.
 - (3) Information provided on the list shall be reviewed regularly and revisions filed with Department of Public Safety security personnel immediately.
- (e) Persons in the buildings and on the grounds immediately surrounding the buildings shall at all times comply with official signs of prohibitory, regulatory, or directory nature and with the lawful direction of law enforcement and other authorized individuals.
- (f) Public entrances, operating hours and access requirements for the buildings are subject to change to ensure the health and safety of visitors and employees in the event of an emergency, disaster or other circumstances as determined by the Director.

PART 5. GENERAL OPERATIONS OF PUBLIC BUILDINGS MANAGED BY THE DEPARTMENT OF CENTRAL SERVICES

580:10-9-21. Purpose

The provisions of this Part provide minimum standards and criteria for the operation of public buildings managed or controlled by the Department of Central Services in order to provide a clean, safe and comfortable working environment for employees and the public of the State of Oklahoma. As used in this Part, the term "public buildings" does not apply to buildings and property covered by rules in Subchapter 5 and Subchapter 7 of this Chapter. A list of buildings managed by DCS is maintained and accessible on the Department of Central Services website.

580:10-9-22. General use

(a) Use shall be restricted to the conduct of state business and to other activities whose principal purpose is to improve the efficiency of a state agency in achieving its objectives or is to promote the health, safety, welfare, morale, education or training of state employees.

(b) Such activities may include, but are not limited to: the usual business of state government, agency staff meetings, governmental task force meetings, safety meetings, employee education classes, seminars and training sessions sponsored by state institutions for the benefit of the public, employee-of-the-month recognitions, ceremonies to recognize retiring state employees, holiday luncheons for state employees, Oklahoma State Employees Charitable Campaign meetings, employee wellness programs, and the like.

(c) The Department may impose conditions and time limitations pursuant to the rules of this Part and state law.

580:10-9-23. General operating procedures

(a) The chief administrative officer of each occupying agency shall be responsible for the building space assigned to the agency and his/her agency's compliance with rules of this Part.

(b) The Department of Central Services will provide building tenants with a written Tenant Manual to ensure public dissemination of building operation information and regulations.

(c) The following requirements shall be performed pursuant to applicable state and federal laws and regulations:

(1) **Parking.** Parking should only be allowed in paved parking areas with adherence to all applicable restrictions.

(2) **Weapons.** No person entering or while on-property shall carry or possess firearms or other dangerous or deadly weapons, unless authorized to do so by state or federal laws.

(3) **Intoxicating beverages, low-point beer and controlled substances.** No intoxicating beverages or controlled, non-prescribed substances are allowed inside the building or on property grounds.

(4) **Disturbances.** No conduct shall be allowed which creates a loud or unusual noise or nuisance; or which obstructs the usual use of entrances, foyers, lobbies, corridors,

offices, elevators, stairways or parking lots or which otherwise impede or prohibits the official duties of building occupants or impedes the safe evacuation for the building occupants or access for emergency response personnel in an emergency.

(5) **Posting and/or distribution of printed materials.** No notices, bulletins, circulars or other type information may be placed on any common area wall or door (common area is described herein as hall, lobby, elevator, restroom, break room or conference room). This includes all adjoining doors and door frames.

(A) This paragraph does not apply to meeting agendas posted in accordance with the Oklahoma Open Meeting Act unless alternate posting methods for public viewing become available.

(B) A bulletin board may be installed at elevator lobby for agency, building or event notices. Contact your Facilities Manager for this service. These bulletin boards are for official use only. Personal solicitations or announcements of any kind are prohibited and will be removed by DCS.

580:10-9-24. Use of public areas

(a) **Reservation.** Use of a meeting room by a state agency requires prior written approval of the Department.

(1) A state agency shall submit an application for a reservation to the Department.

(2) The application shall specify the desired date, time period and meeting room requested. The Department may request additional information determined necessary to facilitate the reservation.

(A) Use of audio visual devices, teleconferencing, voice or data outlets must be specified in a reservation request.

(B) Training to use audio visual devices or teleconferencing arrangements must be scheduled at least five (5) days prior to the approved reservation date.

(3) The Department may impose conditions and time limitations pursuant to the rules of this Part and state law.

(4) If the Department denies a request for a reservation, the Department will issue written notice to the requesting state agency indicating the reasons for denial.

(b) **Prioritization of meeting room reservations.** Except as otherwise provided, the Department shall issue approved reservations on a first-come, first-served basis and may limit the number of reservations for a meeting room.

(c) **Reservation limitations.** Reservations authorize meetings only in the specified meeting room during the specified time period.

(d) **Unauthorized meetings.** The Department may notify security personnel upon detection of unauthorized meetings.

(e) **Provisions for events, exhibits and art exhibits.** The provisions of section 580:10-5-6 shall apply to all events, exhibits, or art exhibits approved by the Department to be held in public areas of the property.